
AGENT AUTHORIZATION LETTER

(To be used in conjunction with K-FSS-1, if a third party agent is utilized by the proposing contractor)

OUTLINE FOR AGENT AUTHORIZATION – THIS INFORMATION MUST BE PROVIDED IF AN AGENT (I.E., CONSULTANT OR THIRD PARTY AGENT) ASSISTED IN THE PREPARATION OF THE OFFER, WILL BE INVOLVED IN ANY PART OF THE EVALUATION OR NEGOTIATION OF THE OFFER, OR WILL BE INVOLVED IN ANY POST AWARD ACTIONS.

The contracting officer will review the submitted agent authorization letter in accordance with Federal Acquisition Regulation (FAR) 4.102(e), which states, “when an agent is to sign the contract, other than as stated in paragraphs (a) through (d) of this section, the agent’s authorization to bind the principal must be established by evidence satisfactory to the contracting officer.”

Please provide the following information on the principal’s letterhead, without the above instructional language (This letter must be signed only by an authorized principal with authority to bind the offeror/contractor, such as a corporate officer. (i.e. may not be signed by sales or purchasing agent, etc.)

For Solicitation No. _____, the undersigned contractor (principal), hereby authorizes (agent), to act as agent for the said contractor, with said specific authority delegated from the contractor to the agent. The authority of the agent is limited to exact and specific delegations. You may contact (agent/consultant) at (phone number and email).

(Check desired delegations)

Pre-award delegations:

- ☐ Negotiate contract
- ☐ Sign contract
- ☐ Communicate with the Government

Post-award delegations:

- ☐ Submit contract modification requests
- ☐ Negotiate contract modifications
- ☐ Sign contract modifications
- ☐ Submit GSA Advantage Pricelist

Offeror (To be signed only by **authorized principal**, with authority to bind the undersigned contractor)

Name (Printed)

Title

Date